

Inviting All, Exploring Faith, Experiencing God

WPC Promo Form

We want to help you have the most successful event possible!

This form will help you get the word out about your ministry event in a professional way that lines up with Westminster's Vision.

Fill this form out and drop it off at the church office.

Event Name			Date Submitted:
Event Date(s)	/ / to / /	Please note: Events must be booked through Mary Kay in the office FIRST to avoid double-booking.	
Event Location (check all that apply)	<input type="checkbox"/> Sanctuary <input type="checkbox"/> Narthex <input type="checkbox"/> Library <input type="checkbox"/> Workroom <input type="checkbox"/> Choir Loft	<input type="checkbox"/> Conference Room <input type="checkbox"/> Boardroom <input type="checkbox"/> Kitchen <input type="checkbox"/> Fellowship Hall <input type="checkbox"/> Media Room	<input type="checkbox"/> Preschool Room <input type="checkbox"/> K-2 Room <input type="checkbox"/> 3-5 Grade Room <input type="checkbox"/> Middle School Room <input type="checkbox"/> Music Room <input type="checkbox"/> Nursery <input type="checkbox"/> Other _____
Event Times	Start time: _____ Choose AM or PM	End time: _____ Choose AM or PM	
Event Description (include cost, deadline, etc)			
Public Contact	Name: _____	Phone: _____	Email: _____
	This could be used on posters, websites, etc. as a PUBLIC contact so people can get more info if needed.		
Graphics (Please check)	<input type="checkbox"/> Make graphics for me. <i>Please allow for extra time to meet deadlines</i>	<input type="checkbox"/> I will submit graphics to use: <i>*Graphics will be reviewed for consistency of WPC promotional guidelines</i>	

Office Use	Please Check	Publish Via:	Deadline:			
		Sunday Bulletin	Noon each Tuesday			
		Narthex TV	Noon each Tuesday			
		Hotline	By the 25 th of every month			
		Website	Contact Cameron Fast CameronKFast @gmail.com This requires extra time			
		Posters: make # _____ copies	Special Notes:			
		Sign Up Sheet <i>Include:</i>	() Name	() Phone	() Email	() Other
		Facebook	2 weeks before event			
		Private Facebook	2 weeks before event			

Person Submitting form		Date	
Email		Phone	